* **Adaptability —** Whether you’re a new hire learning the ropes, a long-time staff member adjusting to change management, or a manager adopting transformative technologies in the workplace, you’re going to face some disruption in your career. Companies want employees who can quickly acclimate to different environments and are open to new processes and technologies.
* **Attention to detail —** Mistakes are expensive to businesses in terms of time and money. To show prospective employers that you are careful and deliberate in all you do, submit a tailored, proofread resume and [cover letter](https://www.roberthalf.com/blog/writing-a-resume/7-tips-for-writing-a-winning-cover-letter) with work history highlights that exemplify diligence and conscientiousness.
* **Collaboration —** How well you work with others, both team members and across departments, is going to be critical to your career success. Give examples in your work history — or if you’re a new college grad, examples from your labs, seminars and coursework — that demonstrate successful teamwork and partnerships.
* **Communication —**No matter the industry, no matter the position, verbal and presentation skills are an increasingly important soft skill in the workplace. Employers are looking for candidates who can message to different audiences, from interns to the C-suite, without resorting to jargon, and can present to an audience with confidence.
* **Creativity —** Businesses grow with the infusion of fresh ideas and new approaches to old problems. Hiring managers will give a careful look at someone whose resume skills show they think outside of the box, challenge the status quo and offer novel solutions.
* **Customer service —** A company’s prosperity — and an employee’s career prospects — is tied to good customer service. Employers want staff to be dedicated to meeting the expectations of both internal stakeholders and external clients.
* **Decision making —** Most savvy managers want to give staff a measure of autonomy so leadership can focus on the bigger picture (they also know it can improve employee happiness and performance). That’s why they value employees who can assess a situation and determine the next steps to take, rather than continually ask for guidance.
* **Empathy —** Understanding the emotions of others is important if you want to effectively engage with coworkers, managers, direct reports, customers and clients. Whether for a senior leadership or staff-level role, the ability to put yourself in someone else's shoes is a valuable trait.
* **Leadership —** Even when they’re not hiring for a managerial role, employers look for candidates who can inspire and motivate team members, and act with integrity, fairness, and a strategic mindset. Where possible, highlight the professional experience and skills on your resume that show you can lead.
* **Multitasking —** Today’s workplace is in many ways busier and more complicated than our parents’. A strong resume will demonstrate a job candidate’s ability to juggle projects and competing priorities.
* **Positivity —**No, this doesn’t mean “excessively cheerful or optimistic.” Rather, show that you approach difficulties with a can-do attitude. Resilience and determination, not a negative mindset, are what gets a job done. Employers know that. Employers want that.
* **Problem solving —** What job doesn’t involve challenges and problems? And what employer wants to handhold staff when those challenges and problems arise? An ability to resolve conflicts and come up with creative solutions to challenges big and small are prized skills for a resume.
* **Self-motivation —** No boss wants to keep lighting a fire under their workers. Give instances of how you’ve taken initiative to solve problems and get the job done.
* **Time management —** Whatever role you’re seeking, time management is a prime skill to include on your resume. Employers want to know you have the discipline to tune out distractions, meet deadlines and get the most out of the workday.
* **Work ethic —** Honesty, punctuality, responsibility and reliability are all integral to a strong work ethic. Draw out those qualities in the examples you give in your professional history and resume skills sections.
* **Accounting or bookkeeping —** Basic abilities include invoicing, collections, payments, account reconciliation and proficiency in software such as QuickBooks, FreshBooks and Xero.
* **Data analysis —** Businesses need professionals who can gather and interpret technical data for various stakeholders. Hard skills in this area range from a thorough knowledge of relational database theory and practice to strong writing and verbal skills.
* **Data privacy —** Cybersecurity is top of mind for any organization that deals with sensitive or proprietary client information. Specific in-demand skills will depend on the position and field.
* **Enterprise resource planning —**ERP systems such as Oracle, NetSuite and SAP help employers manage their business and automate functions. Professionals in this area will want to talk up their coding expertise and project management skills.
* **Human resources —** Companies rely on HR specialists to assess and hire job candidates, help onboard new employees and develop retention efforts. These professionals might also handle employee engagement, create wellness initiatives, develop training and team-building programs. If this is your area, you’d want to promote your strong communication and project management skills on your resume.
* **Mathematics —** It’s not just the accounting world that requires workers to figure percentages, calculate margins and create accurate data charts. A marketing professional and a copy editor, for instance, will likely work with survey results from time to time. For roles that need a more extensive mathematics background, see the business systems consultant role listed in our blog post on [financial consulting jobs](https://www.roberthalf.com/blog/job-market/do-you-have-the-experience-you-need-to-land-financial-consulting-jobs).
* **Multilingualism —**The more customers and clients you can serve, the greater value you are to an employer. Sought-after second languages depend on the industry and city, but Spanish, Chinese, Arabic, French and German are among the most in demand. Even if you’re applying for a position that doesn’t require interacting with an international clientele, fluency in another language is an important asset to mention. Unique skills on your resume will make you stand out among the competition.
* **Process automation —** Businesses can save resources and improve accuracy by using smart software and artificial intelligence to take over rote tasks. At the same time, companies rely on humans to set up and oversee those systems. Spotlighting your professional experience in this area, or completion of one of the many certification programs, can make you markedly more appealing to employers.
* **Product design —** Form and function are rolled into one in this field, which optimizes both user friendliness and visual appeal. Even if you have a degree in product design, you’d want to talk up your specific skills on your resume.
* **Project management —** In your work history and resume skills sections, show your familiarity with the software and best practices required for seeing a project through from beginning to end. (A Project Manager Professional [PMP] certification, offered by the Project Management Institute, would a highly desired endorsement of your skills.)
* **Research skills —**Whether for eDiscovery, competitor intelligence or internal data collection, employers are looking for job candidates who know how to use the right research tools and methodologies. Hard research skills on your resume might include experience interviewing, planning and scheduling, and analyzing and interpreting collected data to help stakeholders reach a solution. Proficiency with relevant technologies should also be given on your resume.
* **Software proficiency —** Almost every office job today requires at least a baseline knowledge of Microsoft Office and G Suite apps for word processing, spreadsheets, email, presentations and collaboration. Many roles will require a far deeper knowledge of technologies. Jobs in the IT and creative fields are obvious examples, but tech proficiency is highly valued in many other sectors and roles. Consider the legal field: 62% of lawyers said in a Robert Half survey that their hiring decisions are influenced more by job candidates' technical abilities than their soft skills.
* **Search engine optimization —** SEO and its cousin, search engine marketing (SEM), are key aspects of any role that deals with online content — from writers and editors to publicists and HR professionals. SEO/SEM hard skills for a resume would include work experience with (or knowledge of) Google Analytics and Keyword Planner, keyword optimization, content creation, data analysis tools, and HTML/CSS and JavaScript.
* **Typing skills** — Medical coders, transcribers, schedulers, clerks, data entry specialists and administrative professionals should have fast and accurate keyboarding abilities. How fast is fast? That depends on the industry and the job, but the job description should give you a clue. To check your speed and accuracy, go to one of the many free typing speed testing websites. Then for consistency, check them again on a different website.
* **Writing and editing** — Just as polished verbal and presentation skills are prized people skills in today’s workplace, strong writing and editing are highly valued hard skills in almost any field. Clearly written, persuasive cross-departmental written memos, emails and other internal communication keep an organization humming. And no organization wants *any* external-facing content — website text, press releases, printed matter or even company emails — marred by incorrect grammar and diction or poor sentence structure and organization.

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| * Communication skills * Computer skills * People skills * Leadership skills * Organizational skills * Time management skills * Collaboration skills * Problem-solving skills * Analytical and problem solving * Microsoft Excel * Business and leadership * Verbal and writing skills * Risk and compliance * Attentive listening, empathy * Troubleshooting and research * Patience * Speed and efficiency * Positive attitude * Diplomacy * Communication skills * Time management * Client relations * Strategic thinking * Verbal and presentation skills * Project management * Collaboration * Critical thinking * Problem solving * Content creation * Market research * Web analytics * Critical thinking * Social media (strategy, campaigns, etc.) | * Creativity * Coding languages * Troubleshooting and testing skills * Operating systems * Teamwork * Design principles, such as color theory and typography * Brand development * Storytelling * Attention to detail * Collaboration with clients * Project management * Commitment to deadlines * Time management * Verbal and presentation skills * Creativity. * [Interpersonal Skills](https://zety.com/blog/interpersonal-skills). * Critical Thinking. * Problem Solving. * Public Speaking. * [Customer Service Skills](https://zety.com/blog/customer-service-skills). * [Teamwork Skills](https://zety.com/blog/teamwork-skills). * Communication. * Collaboration. * Accounting. * Active Listening. * Adaptability. * Negotiation. * Conflict Resolution. * Decision-making. * Empathy. * Customer Service. * Decision Making. * Management. * [Leadership Skills](https://zety.com/blog/leadership-skills). * Organization. * [Language skills](https://zety.com/blog/resume-language-skills). |